

DEVELOPING WORLD BIOETHICS: A STYLE GUIDE FOR AUTHORS

Please ensure that the manuscript is ANONYMOUS by removing any link to the author(s). Remove reference material in any footnote that references the author(s) of the piece for review and replace information with 'AUTHOR'

Contact/biographical material should be attached separately – biography should not exceed 4 lines.

An abstract should be attached – not exceeding 250 words. A total word count should also be included.

Everything should be double-spaced – this includes quotations and footnotes.

There should be margins of 1.5" (4 cm) at the left and right of the page.

To minimise publication time of your manuscript it is important that all electronic artwork is supplied to the editorial office in the correct format and resolution. We recommend that you consult the **Illustration guidelines** at <http://www.blackwellpublishing.com/bauthor/digill.asp> if you need advice on any aspect of preparing your artwork.

REFERENCING

Footnotes should be consecutively numbered and collected at the end of each page. The easiest way to do this is to use the footnote function in Word. Do not include an alphabetical list of references. Referencing in footnotes should follow this style:

Books:

Council on Ethical and Judicial Affairs. 1998. *Code of Medical Ethics: Current Opinions with Annotations*. Chicago, IL: American Medical Association: 3-7.

Edited Books:

V. Held, ed. 1995. *Justice and Care: Essential Readings in Feminist Ethics*. Boulder, CO: Westview Press.

Chapters/Articles in Edited Books:

V. Held. 1998. Feminist Transformations of Moral Theory. In *Ethics: the Big Questions*. J.P. Sterba, ed. Malden, MA: Blackwell Publishing: 331–346.

Journals:

F.A. Chervenak & L.B. McCullough. Perinatal Ethics: A Practical Method of Analysis of Obligations to Mother and Foetus. *Obstet Gynecol* 1985; 66: 442–446.

F.A. Chervenak & L.B. McCullough. Perinatal Ethics: A Practical Method of Analysis of Obligations to Mother and Foetus. *Obstet Gynecol* 1985; 66: 442–446: 443. (add page number

where reference refers to a direct quote)

NB: Journals must be referenced in the footnotes using their abbreviated title. Journal title abbreviations can be accessed at the NCBI site here:

<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=journals>

Just type in journal name and press 'go' to access the abbreviation.

Journal references normally require only the volume number and not the issue number. They should only contain the issue number if the journal volume does not have consecutive pagination.

Newspapers:

C. Dyer & S. Boseley. 1999. A Matter of Life and Death. *The Guardian* 16 July: 3.

NB: In all book/journal article/internet reference/newspaper articles, all key words should be capitalised and prepositions, pronouns and definite/indefinite articles should be in lower case.

Internet References:

National Bioethics Advisory Commission (NBAC). 2001. *Ethical and Policy Issues in International Research: Clinical Trials in Developing Countries*. Bethesda, MD: NBAC.

Available at:

<http://www.georgetown.edu/research/nrcbl/nbac/clinical/Vol1.pdf> [Accessed 12 Jan 2006].

- Provide a 'date last accessed' against each website address – see above for style
- They should be clearly laid out as shown above
- Be sure to include the following – Author/date of publication/last update (usually there is a date on the website)/title of piece/place of publication (either place of publication of hard copy or head office of publisher if online source only)/URL/date last accessed

For immediately repeating footnotes use:

Ibid. (Ibid: page number. - in the case of a direct quote)

e.g. ³ Ibid: 223.

For repeated footnotes not immediately following previous footnote use:

Author's surname, *op. cit.* note (give previous note number), pp. (give page numbers).

e.g. ³ Chervenak & McCullough, *op. cit.* note 1, p. 444.

Up to 3 authors - all authors should be listed in the first instance. Over 3 authors – first author plus 'et al.'

In any repeated reference: Up to 2 authors – both authors should be listed. Over 2 authors – first author plus 'et al.'

When linking authors in footnotes, ampersands (&) should be used rather than 'and'.

NB: Please *do not* use multiple footnotes in the text (i.e. ^{1,2,3}). Use one footnote where multiple references apply and separate references in footnotes with a semicolon. For example:

³J. Steiner & M.A. Earnest. The Language of Medication-Taking. *Ann Intern Med* 2000; 132: 926-930; C. Cameron. Patient Compliance: Recognition of Factors Involved and Suggestions for Promoting Compliance with Therapeutic Regimens. *J Adv Nurs* 1996; 24: 248; D. Lowry. Issues of Noncompliance in Mental Health. *J Adv Nurs* 1998; 28: 280-287.

STRUCTURE AND STYLE

Spelling:

- UK and US spelling are both acceptable – must be consistent throughout
- Retain original spelling in any quotations

Quotations

- Indent quotes of longer than three lines. Such quotations must be preceded by colon, indented left and have no quotation marks
- Use square brackets [...] to surround text that has been inserted and does not appear in the original quote
- Use single quotation marks throughout. (However, where double quotation marks are present *within* a direct quotation it is acceptable to retain double quotation marks.)

Headings

Type subheadings as follows:

- First-level – ALL IN CAPITALS
- Second-level – Sentence case (roman type)
- Third-level – *Sentence case (italic type)*

Abbreviations, Acronyms and Contractions

- Use full stop after et al., no., vol., p. and pp.
- In footnotes, use comma before ‘e.g.’ and ‘i.e.’ but not after (in some British cities, e.g. London, Glasgow...). In text do not use these abbreviations – use full phrase.
- Full stops are generally not required in abbreviations and acronyms, such as US, UK, UNESCO, WHO.

Tables/Illustrations

- Must be attached as separate files – must be easily identifiable
- Use the table facility in Word to create tables
- Double-check totals
- Indicate where tables should be located in body of text

Apostrophes

- No apostrophe in plurals of abbreviations, e.g. NGOs, or in calendar periods, e.g. 1970s

Hyphens

- Use hyphen to link words
- Use en rule for parenthetical hyphens in the text, i.e. – rather than -

Numbers and Dates

- Spell numbers one to nine inclusive; then 10, 11.....
- Include commas in 5 figure numbers, e.g. 21,000. This is not necessary in 4 figure numbers, e.g. 5600
- Percentages should be written as, e.g. 5%, 37.5%
- Dates should appear in the following form – 4 January 2006 (when located in body of text) and 4 Jan 2006 (when located in web access dates in footnotes)

Italics

- Use italics: for foreign words not in common usage; titles of published books, journals & organisational statements/declarations (e.g. *Universal Declaration of Human Rights*)
- Do not use italics for article titles, chapter titles. Enclose these in single quotation marks
- Government Acts and Bills should be in title caps. They should not be in italics or within quotation marks
- Italics can be used for *emphasis*

Further Journal Conventions:

- ‘et al.’ should not be italicised
- References to US towns/cities should include state, e.g. Washington, DC.
- Standard abbreviations such as Prof, Dr, PhD, MA, BS do not require to be punctuated by full stops
- Do not use underlining or bold type – use italics for emphasis
- When referencing authors, their initials should be separated by a full point but no space, e.g. F.A. Chervenak
- Terms such as, e.g. government, cabinet, the court, editors, president, should be lower case unless part of official name
- Terms such as, e.g. north, south, enlightenment, holocaust, should not be capitalised unless used in the form of a proper noun, e.g. southern Africa; the disease had a greater impact on the west of the country; the effects of a nuclear holocaust; victims of the Holocaust during the period of WWII; the Enlightenment period that developed in the West

Some punctuation issues

- There may not be a ‘sociology of ethics’, (comma outside quotes)
- So it can be argued that there exists a ‘theory of social and moral development’.³ (full stop outside quote/superscript outside full stop)
- When a quote is complete, the full stop should be inside the inverted commas. E.g. X argued that: ‘The bioethical approach to research is mandatory when researching HIV/AIDS.’

- ...as a result of monitoring. (When such a circumstance occurs, it can be regarded as a direct effect of the bioethical gaze.) (full stop inside parenthesis when full sentence is enclosed within parenthesis)

Acknowledgements

Acknowledgements should be located at the end of the manuscript and not in the footnotes